

Stolen Property Verification Form

To whom it may concern:

Your _____ was reported lost or stolen to our department. It has been entered in the FBI's National Crime Information Center (NCIC), a computer database available to all law enforcement agencies nationwide. The FBI requires that NCIC entries be reviewed and validated annually by the entering agency. This process ensures that the information in the database is correct, which could aid in the recovery of your property. We also must verify the status of the property (is it still stolen/missing, or was it recovered?). We need your help to verify this information, as property needs to be removed from NCIC immediately after it is found.

We ask that you take a minute of your time to answer the questions below. Please check the appropriate boxes and mail back to us. **(If we don't hear from you within _____ days from the date of receipt, we will be required to remove this property from the NCIC database.)**

- 1) Have you recovered this property? ☐ Yes ☐ No
- 2) If yes, did you report the return to a law enforcement agency? ☐ Yes ☐ No

If yes, when did you report the recovery and to what department? _____

- 3) Has ownership of your property been transferred to your insurance company? ☐ Yes ☐ No

(Answer 'yes' to question #3 if the insurance company has settled the claim.)

If yes, please provide the name and address of the insurance company, if known:

Please include any comments you may wish to make:

Signature of Owner

Date

NIC Number

Case Number

VIN or Serial Number